

DDA 76-2742

2 June 1976

MEMORANDUM FOR: Director of Central Intelligence
FROM : John F. Blake
Deputy Director for Administration

George:

1. I offer for consideration the following schedule and recommended arrangements for the forthcoming visit of Secretary Kissinger.

2. My understanding is he is due to arrive at 12:30 p.m., speak for some thirty minutes in the Auditorium, and then adjourn to the Executive Dining Room for lunch with Community Staff and Agency officials.

STATINTL

3. I see the Secretary debarking from his limousine in front of the Auditorium. I believe you, General Walters, and Mr. Knoche should greet him upon arrival and escort him to the stage. I believe it appropriate to have only this group of five seated on the stage. Agency Deputy Directors and other "luminaries" can be seated in the front row. Yes

4. You obviously would introduce the Secretary, after which he would make his address. I believe there would be merit to "piping" his address into the lobby of the building so that as many employees who choose to do so may hear it in real time. When the Secretary's remarks are concluded, the party will leave the Auditorium and walk on the outside, weather permitting, so that the party may enter the main entrance of the building. We would have stanchions to keep a clear aisle for the Secretary to walk through, turn left, and to the Director's elevator. I suspect he would be somewhat rewarded by seeing the employees in the lobby and the predictable applause that would take place. Yes


5. Following lunch, I would suggest a direct departure by the Director's elevator, again using the front entrance as a means of exit. *Y2*

6. For your own information, Secretary Kissinger has been to the building at least once before for a public type of ceremony. That occasion was the 25th birthday anniversary of the Agency during the tenure of Dick Helms as Director. Secretary Kissinger spoke in rather glowing words concerning the Agency, and Mr. Helms, and his speech lasted about 15 minutes. *GB 3 minutes max.*

7. I understand you propose to drop a note to the Secretary. May I suggest in that note you suggest that the head of his counterpart of your protective security staff directly contact Mr. Robert Gambino, Director of Security, (extension 6777) so that we may early on give attention to the necessary security safeguards. *w/dob*

8. I also raise the question for your consideration as to whether you wish to make his visit a matter of public knowledge and, accordingly, turn Thuermer's propaganda machine loose.

9. I recommend that the composition of the audience be as follows. On a pro-rated basis we will assign blocks of seats to the four Deputy Directors, the Office of the DCI, and the Intelligence Community Staff. We will ask these six components to so issue the tickets that a representative cross-sampling of the employee population has an opportunity to be present. I will also have arrangements made to ~~take~~ *take* audio tape the presentation.


John F. Blake

1) off on the record
2) advance notice or
not.

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TRANSMITTAL SLIP		
TO: <i>Mr. Blake</i>		
ROOM NO.	BUILDING	
REMARKS: <i>Per your request</i> <i>del</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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76-8111

June 3, 1976

The Honorable Henry A. Kissinger
The Secretary of State
State Department
Washington, D.C. 20520

Dear Henry,

I'm delighted you will be coming out here on June 15th. Here's the plan: 12:30 p.m., Secretary of State arrives at auditorium. The auditorium holds 500 people. It will be filled. Your speech might run 20 to 30 minutes.

You asked for suggestions on the speech. My thoughts would be a brief rundown of foreign policy, touching on the world trouble spots, and then some comments on CIA and how you personally use the work put out by CIA.

On the platform with you will be [REDACTED] for the Community, Hank Knoche, Deputy-designate for the CIA, and Dick Walters, Deputy to the CIA. (As you know, Dick Walters will be retiring and it would be appropriate to say a kind word about him.)

STATINTL

There will be no press in attendance. Your speech can be off the record. The audience will be composed of members of the four CIA Directorates, my own office, and the Intelligence Community Staff.

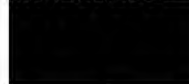
Following the speech, we will leave the auditorium, walk in the main entrance of CIA, where you will be greeted by many of our CIA employees. We will simply walk through the lobby of the building to the elevator, and proceed to the 7th floor dining room. The luncheon, to which Larry Eagleburger and Hal Saunders are most cordially invited (plus any others you

would like to bring with you), will be attended by the Heads and Deputies of the four Directorates, plus other top staff people. It would be appropriate for you to say a few words at the conclusion of the lunch.

I am really looking forward to your visit to CIA Headquarters.

Best regards,

Sincerely,



George Bush
Director

STATINTL

GB/DCI/kgf/3 June 1976

Distribution:

Orig - Addressee

1 - ER

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STATINTL

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9 JUN 1976

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Checklist for Secretary of State Visit

15 June 1976

Preparations will be made to videotape and take motion pictures of the Secretary's address in the auditorium. (OTR action)
The Secretary's arrival and walk through the lobby before and after his address at approximately 1230 hours will be filmed also. (OL action)

Preparations will be made to permit Secretary and his entourage through the gate (to be determined after meeting with Secret Service) and to the auditorium. Area around quadrangle will be cleared but it will not be necessary to clear the Front parking nor the VIP lot. (OS action) *DDI, DDCI, DD/ICS & DDCI (Assembly room) will meet at the auditorium steps.*

Stanchions will be placed outside the main entrance so that the Secretary, DCI, et al can walk through the lobby, past the CIA memorial and use the DCI's elevator after his address. Elevator should be waiting. (OL and OS action)

Arrangements will be made to pipe-in the address to the lobby of the Hqs Bldg. If necessary, extra phone service, private line to WH or State, will be provided. (OC action)

STATINTL

Tables in EDR will be set up in accordance with Ms. [REDACTED] instructions. Menu will also be in accordance with Ms. [REDACTED] instructions. (OL action)

Tickets (see OP attachment)

Stage seating (see OP attachment)

Auditorium seating (see OP attachment)

Ushers (see OP attachment - OP action)

Tickets (see OP attachment). There will be no programs printed.

Question: State Dept seal?

Question: Q & A period following the address?

NOTE: CIA Today & Tomorrow can begin its program after the Secretary's address and after the auditorium has been cleared at approximately 1330 hours, but no one will be using the auditorium in the morning.

(cont.)

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An Employee Bulletin will be prepared for issuance late Friday, 11 June or early Monday, 14 June alerting all employees to the visit so that those persons who cannot be accommodated in the auditorium can hear the address in the lobby. (EO-DDA action)

Office of Personnel responsibilities

1. On Stage Seating:

Knoche	DDCI	Kissinger	DCI	D/DCI/ICS
Lectern				

2. Reserved Seating -- Rows A and B, Center Section: (19 seats)

Deputy Directors	5
Associate Deputy Directors	5
Heads of Independent Offices	5
	<u>15</u>
4 seats remaining for Dept. of State representatives	

3. General Seating:

Allocation by percentage of Headquarters strength by Directorate will be made.

4. Tickets:

Two types of ticket will be printed -- one saying "Reserved" and one saying "General"

5. Lobby-onlookers

When distribution of tickets to the Directorates are made, a request will also be made for an equal number of employees to be present in the lobby of the Headquarters Building.

6. Flowers:

LSD/OL will be asked to make the necessary arrangements.

7. Ushers:

Each Directorate will be requested to provide ushers.

Question:

Should the Agency seal be used on the lectern or will State provide the Secretary's seal?

Address By

THE HONORABLE HENRY A. KISSINGER

SECRETARY OF STATE

Tuesday, 15 June 1976
12:30 p.m.

Headquarters Auditorium

General Seating

Admission by
Ticket Only

Please be seated
by 12:15 p.m.

Address By

THE HONORABLE HENRY A. KISSINGER

SECRETARY OF STATE

Tuesday, 15 June 1976
12:30 p.m.

Headquarters Auditorium


Reserved Seating

Admission by
Ticket Only

Please be seated
by 12:15 p.m.

Ticket Distribution

STATINTL

	<u>% of Agency Hqs. Population</u>	<u>of 550</u>	<u>Suggested Distribution</u>
O/DCI			
ICS			
DDA			
DDO			
DDI			
DDS&T			
		542	550